

Specification of Competency Standards
for the Manufacturing Technology.
Unit of Competency.

Functional Area - Supply Chain Management

Title	Formulate procurement guidelines, to standardise the procurement practices and improve procurement efficiency
Code	106504L5
Range	This unit of competency is applicable to the supply chain management departments of enterprises in the manufacturing technology industry. Practitioners should be able to formulate appropriate guidelines based on the enterprise's needs for various materials
Level	5
Credit	4
Competency	Performance Requirements - Understand relevant knowledge of formulating procurement guidelines - Understand relevant legal requirements for procurement in the operating region - Understand the latest technologies applicable to procurement, such as various e-procurement systems - Understand procurement methods and procedures commonly used the industry - Understand the needs and procurement cycles of various materials and equipment within enterprise - Understand procurement knowledge and principles - Understand the warehouse's capacity - Formulate procurement guidelines - Able to examine the needs and usage of various materials - Able to assess supplier's capabilities, such as delivery time, quality, service, and price - Able to analyse effectiveness of enterprise's existing procurement processes and make continuous improvements, such as impact of existing processes onto operations, supplier management methods, procurement guidelines, and application of new technologies in procurement, etc. - Able to integrate supplier capabilities with enterprise internal needs, formulate procurement guidelines, and ensure all relevant employees understand the instructions and select appropriate procurement methods - Able to assess feasibility of applying electronic procurement system, and make recommendations to management - Professional handling of formulating procurement guidelines - Able to prevent any abuse of power or fraud through formulation of procurement guidelines and incoming material inspection plans
Assessment Criteria	The integrated outcome requirements of this unit of competency are: Able to identify demand for various materials and comprehensive capabilities of various suppliers, formulate relevant procurement guidelines, and ensure all relevant employees understand the instructions and select appropriate procurement methods
Remark	This is the updated version of UoC 106504L4